

Jefferson County Emergency Services Agency



Board Meeting

July 21, 2020

7:00pm



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

AGENDA July 21, 2020

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, July 21, 2020.

This meeting will be held via video conferencing and the public will not be permitted into the building. However, they are invited to attend via live stream by following the link *Live Board Meeting*, which will appear on the jcesa.org website under the *Board of Directors* tab.

Public comments are welcome via email to dlancaster@jcesa.org. All public comments received by 5:00 p.m. on the day of the meeting will be read during the meeting and included in the minutes. Please indicate in your e-mail that it is public comment and include your name.

ROLL CALL Sign-in Sheet – Call to Order by Elliot Simon, Chairman

APPROVAL OF MINUTES

- June 16, 2020 - Regular Meeting Minutes (Discussion/Action)

TREASURER'S REPORT

- Craig Simpson assisted by Allen Keyser, Director
 - June 2020 Financials (Discussion/Action)

CHAIRMAN'S REPORT - None

JCFRA REPORT - None

DIRECTORS'S REPORT

- COVID-19 Cares Act (PPE Supplies) Expenses - \$18,000 Approved.
- 4 New FF/EMTs Approved for FY21 – 1st day July 12th, 3rd Staffed Medic Unit.
- FEMA Grant Update – Recruitment Retention Program – Caleb Taylor, Grant Coordinator.

BOARD MEMBER REQUESTS

- JCESA Board meet with JCFRA Board discuss each other's expectations, and documents needed to receive county funding for FY21 – Bob Faas

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County WV.*

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UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT – (Limit 5 minutes per person)

ADJOURNMENT

Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

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Meeting Minutes June 16, 2020

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, June 16, 2020 at the JCESA building located at 419 Sixteenth Avenue, Ranson, WV 25438.

To avoid gatherings of more than 5 individuals and in an effort to slow the spread of the COVID-19, this meeting was held via video conferencing and the public was not admitted into the building, but invited to attend via live stream and provided a link that was posted on the JCESA website, agenda, and displayed on the front lobby window.

ROLL CALL

Member	Present	Member	Present
Allen Keyser	Yes	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	Yes
Jane Tabb	Yes	Craig Simpson	No
Tricia Jackson	Yes	Bob Faas	No
Dr. Marney Treese	Yes	Ronnie Shutts	Yes
Nathan Cochran	Yes		

CALL TO ORDER

- The meeting was called to order at 7:00 p.m. by Chairman Simon

APPROVAL OF MINUTES

- Motioned by Troxel, 2nd by Jackson to approve the May 19, 2020 regular meeting minutes as submitted - Motion carries unanimously on voice vote.

TREASURER'S REPORT

- Director Allen Keyser presented an overview of all the agency expenses, accounts, and payroll for the month of May. Motion by Jackson, 2nd by Troxel to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon mentioned that he and board member Faas will briefly speak at the Ranson Public Zoning meeting on Tuesday, June 23rd at 7pm, only to briefly thank and mention Rockwool's donation of the 20 sets of PPE to ESA.

JCFRA REPORT

- Chief Ronnie Shutts mentioned that the regularly scheduled monthly meetings will begin on Tuesday, July 7th at station 7, and the 1st Tuesday of each month thereafter.

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DIRECTOR'S REPORT

- FEMA Safer Grant Update from Caleb Taylor, Grant Recruiter
 - The grant has prepared well for the closeout process, which will end in November 2020 if not granted an extension.
 - ESA looks to apply for an extension at the end of July beginning of August.
 - Currently we are discussing with FEMA about moving 10% of funding into the physical account to begin providing more physicals before the end of the grant.
- Director Keyser mentioned that all ESA related COVID19 Cares Act FEMA Grant expenses have been submitted to the County Finance Director for reimbursement consideration.
- Retirement-Send Off honoring Lt. Monte Conner scheduled for Tuesday, June 30th here at ESA. He will be missed and we wish him the very best - hope you can join us. (Exhibit-A)
- In observance of WV Day, the ESA office will be closed Friday, June 19th.
- ESA Training Academy has commended following all required safety guidelines and Capt. Craig Horn also mentioned, as of June 1st EMT classes and training are back on schedule.
- Director Keyser mentioned that 4 positions were approved and finalized for FY21 by County Commission. Secured at station 5, 24/7 – Medic Units 1st/2nd week of July.

BOARD MEMBER REQUESTS

- Chairman Simon asked that this item be moved to next month's meeting since board member Faas was not present.
 - JCESA Board to meet with JCFRA Board to discuss each other's expectations, and documents needed to receive county funding for FY21 – Bob Faas

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT – None

BOARD MEMBER COMMENTS - None

ADJOURNMENT

Motion to adjourn by Jackson, 2nd by Troxel - Motion carries unanimously on voice vote. Meeting adjourned at 7:17 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2020 Budget Meeting

7/21/20

JCESA 2019/2020 Overview – June

- 2020 Budget Approved = \$ 3,147K

This is allocated as follows: Amb. Fee department is \$916K and the JCESA department is \$2,231K (2 new staff).

- Bank Account Balances at 6/30/20:
 - General = \$266,687
 - Payroll = \$149,492
 - Ambulance Fee Funds = \$745,322
 - Mortgage = \$111,271

FY 19/20 Mat Expenses (JCESA & Amb Fee)

JCESA June FY19/20 YTD - Financial Summary
(52 out of 52 weeks)

	A Amb Fee		B JCESA		Pro rated Forecast		YTD Variance Budget vs Actuals	FY19/20 Budget as approved
	June YTD	June YTD	June YTD	June YTD	June YTD	June YTD		
Full Time Salaries	\$ 464,061	\$ 1,296,991	\$ 1,761,052	\$ 1,593,000	\$ (168,052)	\$ 1,593,000	\$ 1,593,000	
Fringe Benefits	\$ 183,333	\$ 455,070	\$ 638,403	\$ 646,792	\$ 8,389	\$ 646,792	\$ 646,792	
Part Time Salaries	\$ 153,422	\$ -	\$ 153,422	\$ 145,000	\$ (8,422)	\$ 145,000	\$ 145,000	
Overtime	\$ 102,853	\$ -	\$ 102,853	\$ 90,000	\$ (12,853)	\$ 90,000	\$ 90,000	
Workers Comp.	\$ 46,758	\$ 93,246	\$ 140,004	\$ 210,000	\$ 69,996	\$ 210,000	\$ 210,000	
Liability Insurance	\$ 19,787	\$ 28,956	\$ 48,743	\$ 57,000	\$ 8,257	\$ 57,000	\$ 57,000	
All Other Expenses	\$ -	\$ 245,807	\$ 245,807	\$ 405,528	\$ 84,572	\$ 405,528	\$ 405,528	
Total	\$ 970,214	\$2,120,070	\$ 3,090,284	\$ 3,147,320	\$ 57,036	\$ 3,147,320	\$ 3,147,320	

NOTES:

1. Above is expense budget only and does not assume any additional budget that results from any billing income (EMS supplies, other).
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.
3. \$75,149. of gear expenses not included in the above amounts as these expenses are covered by Rockwool, Tuberculosis Assoc and other Misc donations received during FY2020.

JCESA Monthly Budget
July 2019 - June 2020

Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	157,586	101,566	101,715	100,407	104,567	179,681	1,296,991
Part Time - Ops	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	650	650	650	650	650	650	650	7,800
Worker Comp	6,484	6,484	10,978	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	93,246
FICA/Med	3,927	10,004	6,790	6,914	6,932	7,752	11,702	7,572	7,582	7,464	8,007	12,988	97,684
Subtotal	60,392	150,132	108,389	107,560	107,742	110,519	177,638	117,488	117,647	116,221	120,924	201,019	1,495,671
Hosp	14,027	10,242	13,448	15,205	19,352	18,068	14,280	19,097	16,878	17,951	20,790	16,690	196,028
Life	802	1,095	1,095	1,134	1,095	1,095	1,192	1,192	1,192	1,296	1,296	1,142	13,626
Dental	926	890	890	890	1,281	1,178	1,193	1,188	1,188	1,226	1,263	926	13,039
Retirement	5,180	13,964	9,447	9,691	9,708	9,914	16,570	10,347	10,680	10,543	10,979	17,720	134,743
Subtotal	20,935	26,191	24,880	26,920	31,436	30,255	33,235	31,824	29,938	31,016	34,328	36,478	357,436
Fuel	1,037	1,216	1,455	1,146	605	993	1,631	670	960	741	410	667	11,531
Maintenance	860	3,241	2,460	1,499	-	4,664	22	1,152	14	497	11	7,013	21,433
License Ops	-	-	-	-	-	-	1,293	-	-	-	12	-	1,305
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto Insurance	783	783	783	783	783	783	783	783	783	783	783	783	9,396
Liability	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	28,956
Erns Supplies	859	7,398	186	5,786	558	(4,528)	2,779	1,184	1,897	2,907	4,937	(4,716)	19,247
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	12,330	1,723	2,502	1,614	242	341	49,126	95,604
Tech Svc	-	680	736	1,496	-	4,185	742	900	505	723	746	556	11,269
Trav/Train	-	1,434	476	1,561	625	7,554	4,983	740	250	140	-	273	18,036
Subtotal	6,278	27,909	11,313	26,758	6,762	28,394	16,369	10,344	8,436	8,446	9,653	56,115	216,777
Prof Svc	1,200	1,200	3,020	1,710	1,360	1,200	3,350	2,000	1,399	2,280	1,887	6,574	27,180
Medical Exp	35	353	11,850	7,291	-	-	-	-	35	-	-	-	19,564
Postage	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp	31	1,442	560	1,878	2	1,335	1,096	182	1,029	6,717	7,968	2,011	24,251
Equip Rent	298	296	515	298	298	444	298	298	422	298	298	-	3,763
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	1,142	1,699	1,956	1,648	1,615	2,554	2,183	2,078	2,105	2,040	1,556	1,562	22,138
Rep & Maint	-	1,223	14	34	34	34	22	60	713	286	964	148	3,464
Advertising	75	76	61	-	-	34	-	29	50	17	-	-	342
Dues & Sub	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	1,841	-	-	5,135	558	-	-	-	-	-	-	7,534
Background Ck	-	353	-	-	-	-	-	-	-	-	-	621	974
Other/Unemployment	-	-	-	2,601	-	-	-	-	-	-	-	25	2,626
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	2,781	8,483	17,976	15,426	8,410	6,159	6,949	4,647	5,753	11,638	12,673	10,941	111,836
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,904	13,498
Subtotal	91,440	213,769	163,612	177,718	155,404	176,381	235,245	165,357	162,828	168,375	178,632	305,457	2,195,218
Cumulative Expenses	305,209	305,209	468,821	646,539	801,943	978,324	1,213,569	1,378,926	1,541,754	1,710,129	1,888,761	2,195,218	2,195,218

**Ambulance Fee Monthly Budget
July 2019 - June 2020**

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	3	2	2	2	2	2	2	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	30,517	31,872	27,813	50,175	464,061
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,812	16,085	8,277	7,887	3,453	7,743	20,981	153,422
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	23,458	8,186	956	3,068	2,270	16,643	102,853
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	46,758
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	7,225	3,810	2,951	2,877	2,836	6,579	54,073
Subtotal	35,579	98,884	71,950	70,225	69,632	74,918	107,106	58,384	46,278	45,237	44,629	98,345	821,167
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,473	4,900	4,363	8,293	59,452
Life	192	202	202	731	539	539	442	811	506	386	386	539	5,475
Dental	188	187	392	690	597	429	434	429	429	392	354	691	5,212
Retirement	1,644	6,151	4,810	5,431	5,520	5,862	8,312	4,423	3,290	3,640	3,103	6,914	59,120
Subtotal	4,023	7,810	6,764	16,545	12,843	13,964	14,212	9,439	9,698	9,318	8,206	16,437	129,259
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	19,787
Erms Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	19,787
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Background Ck													
Other (Cars/Gear)													
Third Party Billing													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
	41,250	108,343	80,363	88,419	84,124	90,531	122,967	69,472	57,625	56,204	54,484	116,431	970,213
Cumulative Expenses	149,593	229,956	318,375	402,499	493,030	615,997	743,094	853,782	970,213	1,113,907	1,278,389	1,454,820	1,784,033

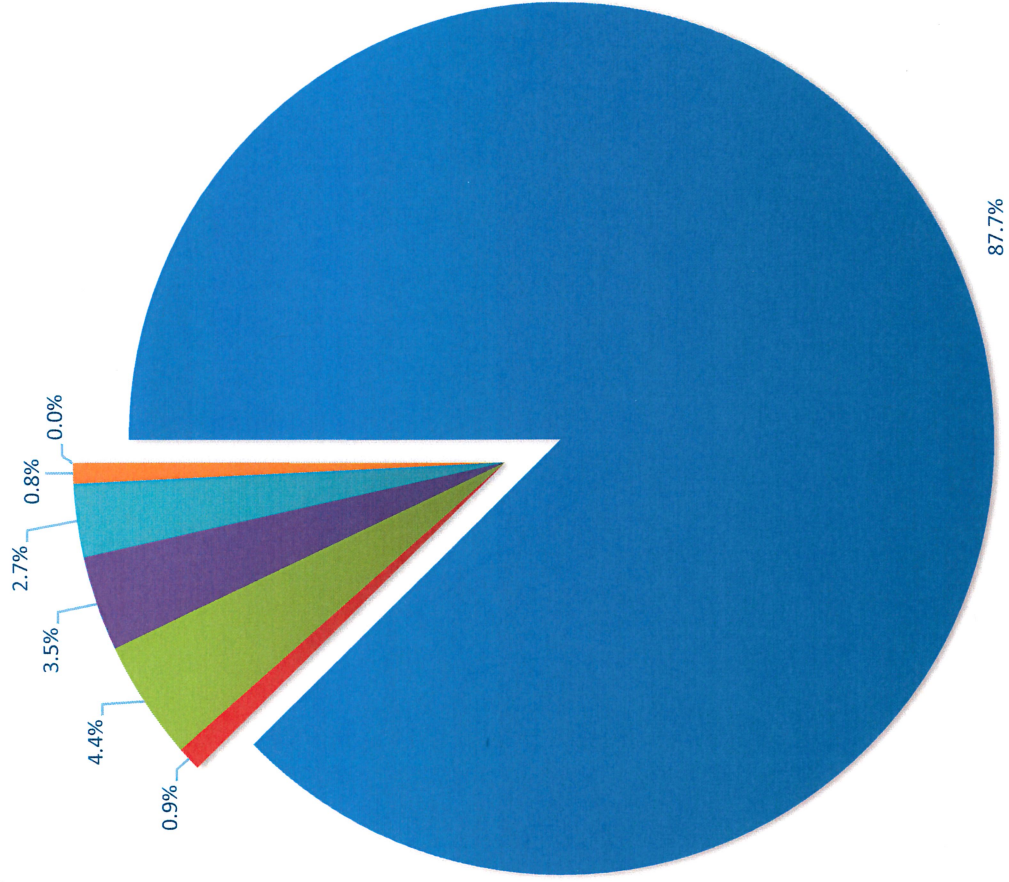
Fiscal Year FY2020
 Pay Period (All)
 Department (All)
 Pay Month 6/1/2020

Fiscal Year Pay Period Department Pay Month
 Worked Reg Worked OT Holiday Holiday OT Personal Leave Medical Leave Comp. Time Admin. Leave - Pd. Alternative Duty

Hours by Type

Values	
5791	Worked Reg
59	Worked OT
293	Holiday
232	Holiday OT
180	Personal Leave
50	Medical Leave
0	Comp. Time
	Admin. Leave - Pd.
	Alternative Duty

Worked OT/Total 0.9%
 Worked OT/Worked Total 1.0%



- Worked Reg
- Worked OT
- Holiday
- Holiday OT
- Personal Leave
- Medical Leave
- Comp. Time
- Admin. Leave - Pd.
- Alternative Duty